



City of Gunnison

Job Description

Job Title:	Parking Enforcement Attendant		
Department:	Police Department	Division:	Neighborhood Services
FLSA Status:	Non-Exempt	Position Status:	Part-Time
Date Updated:	1/18/2018	Job Physical Level:	Moderate
General Purpose:			
Provides enforcement of municipal parking regulations. Serves as a point of contact for the community and may provide information and direction.			
Essential Duties and Responsibilities:			
<p>Daily walks the posted time restricted parking areas of town, marking the tires of all parked vehicles, and enforcing parking violations.</p> <p>Perform random patrol by foot, bike, or vehicle anywhere inside the city limits, excluding WSCU Campus, to identify and enforce parking violations.</p> <p>Provide information, directions, conversation to citizens encountered in the community.</p> <p>Accurately enter required data into police department computer system from parking tickets, notes, memory and other sources necessary to complete required data and reporting files.</p>			
Other Duties and Responsibilities:			
<p>Assist with traffic control for special events and emergency scenes on request.</p> <p>Warn bicycle riders, skate boarders, pedestrians, etc. of violations when observed. Position is not authorized to stop any violator by use of a vehicle, bicycle or physical means.</p> <p>Warn property owner/renter/occupant of violations of municipal code as directed by a supervisor.</p> <p>Identify violations of municipal code observed while on duty and report it to the appropriate on duty police department employee or a supervisor.</p> <p>Hand out educational information as directed by a supervisor.</p> <p>In an emergency provide support services and tasks as directed.</p> <p>Other duties as assigned.</p>			
Job Qualifications			
Required Education and Experience:	High School diploma or equivalent.		

<p>Other Necessary Requirements:</p>	<p>Successfully complete department training program, established for Parking Enforcement.</p> <p>Complete Criminal Justice Information Services (CJIS) security awareness training, upon appointment.</p> <p>Must possess a valid Colorado drivers license and safely operate a vehicle to perform one or more essential functions.</p> <p>Must pass a thorough background investigation. Applicants with a record of conviction for serious misdemeanors may be disqualified. Must be honest, truthful, trustworthy and possess a high degree of personal integrity.</p> <p>Must submit to employee fingerprint verification and tracking through Colorado Bureau of Investigation. Per Criminal Justice Information Services (CJIS) Security Policy 5.12.1.1.3., no person with a felony conviction may have access to CCIC/NCIC generated information. As the position will have access to police reports, case files and areas of the police department that contain information and printouts from CCIC/NCIC no felony convictions are allowed.</p>
<p>Necessary Knowledge, Skills and Abilities:</p>	<p>Must be capable of using the English language to communicate verbally and in writing, including grammar, spelling, and punctuation skills appropriate for preparing public documents, correspondence and police reports.</p> <p>Must be capable of operating computer programs in use by the police department.</p> <p>Must maintain confidentiality of information.</p> <p>Must have a working knowledge of parking, bicycle and pedestrian laws in the City Code upon completion of training program.</p> <p>Must be capable of safely operating motorized and non-motorized department vehicles under normal conditions.</p> <p>Must be capable of typing a minimum of 20 words per minute corrected within six months of employment.</p> <p>Must possess the cognitive ability to determine an acceptable course of action relating applicable laws and policies to actual situations.</p> <p>Must be able to perform divided attention tasks such as drive a vehicle and talk on the radio or interact with several persons at one time.</p>
<p>Working Conditions</p>	
<p>Work Environment:</p>	<p>Must be physically capable of being outside up to 50% of their work time, in all weather conditions, moving around vehicles to chalk tires, examine parking conditions, identify vehicle information, license numbers and identification numbers, and be able to reach the driver’s side windshield wiper.</p> <p>Must be physically capable of moving over sidewalk, paved roadways, curbs and uneven surfaces, with and without snow and ice present, allowing for the movement in and out of pedestrian and moving vehicle traffic.</p>

Physical Activities:	<p>Must have vision capabilities, either corrected or uncorrected, to read printed material on computer monitors, handwritten information and typed information.</p> <p>Must be able to correctly distinguish the colors of motor vehicles, clothing, and traffic signs.</p> <p>Must be capable of hearing and understanding multiple conversations in person, over the telephone or radio at normal conversation levels. An example of this would be the ability to talk on the phone and monitor radio traffic.</p> <p>Must be able to mark a parked vehicle tire and fixed object at or near ground level.</p>
Tools and Equipment Used:	<p>Must be capable of operating, talking and listening to a police radio both on a vehicle mounted radio and on a portable radio.</p> <p>Must be able to safely operate a motor vehicle.</p>
Supervision Received:	
Works under the general supervision of the Police Captain. May be supervised by a senior neighborhood service officer or a sworn police officer at scene or when Police Captain isn't available.	
Supervision Exercised:	
None	

**ACKNOWLEDGEMENT OF RECEIPT
PLEASE SIGN AND RETURN TO HUMAN RESOURCES**

I, (print name) _____, acknowledge that I have received a copy of the current job description for the position of **Parking Enforcement Attendant** with the City of Gunnison. I understand the job description does not constitute an employment agreement between the City of Gunnison and myself and is subject to change by the Management of City of Gunnison in its sole discretion. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Employee Signature

Date

Supervisor Signature

Date